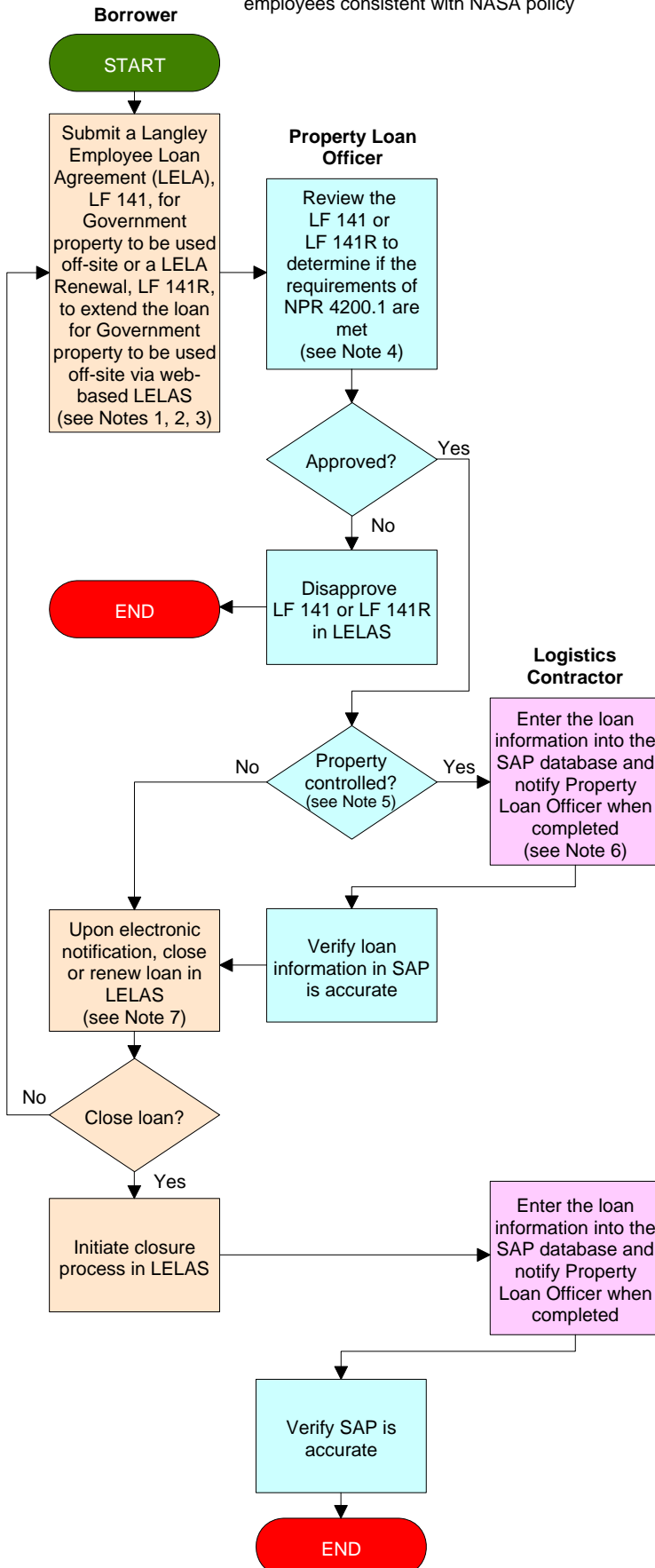


Objectives:
-to track all government property (controlled and non controlled) borrowed by Center employees for off-site use
-to establish property loan agreements with Center employees consistent with NASA policy

Approval _____ Original signed on file
Associate Director of Business Management



General Information

The following records are generated by this procedure and should be maintained in accordance with LPR 1440.7:
Langley Employee Loan Agreement (LF 141)
Langley Employee Loan Agreement Renewal (LF 141R)

Definition of Property/Equipment

Per NPD 4200.1 and NPR 4200.1, the definition of Equipment is: "Equipment includes all items of NASA Personal property that are configured as mechanical, electrical, or electronic machines, tools, devices, and apparatuses that have a useful life of 2 years or more. An item of real or personal property, generally in the configuration of a mechanical, electrical, or electronic apparatus or tool, normally costing excess of \$100, that may perform a function independently or in conjunction with other equipment or components."

General Note

This process does not apply to:
-ODIN-owned property. The ODIN vendor will provide documentation authorizing use of their property.
-items consumed during use.

Note 1

The Langley Employee Loan Agreement System (LELAS) can be accessed through the following URL: <http://elas.larc.nasa.gov>

The Borrower is authorized to take borrowed government property off-site AFTER all approvals are obtained on the LF 141.

The Borrower must retain a copy of the LF 141 and LF 141R, if applicable, after all approvals have been obtained.

The Borrower must ensure that a NASA Form (NF) 1517, Property of U.S. Government, decal is affixed to non-controlled property. The NF 1517 decal can be obtained from the Logistics Contractor.

Note 2

For loans 30 days and under, the Borrower may create a property pass in N-PROP (<https://web.ifmp.nasa.gov:32001>). The Borrower is responsible for obtaining the required signatures before removing the property from the Center.

Note 3

When multiple Borrowers are going to alternate borrowing the same government property during the same loan period, all Borrowers and their approvals must be detailed on the LF 141 or LF 141R, one of the Borrowers must serve as the primary point of contact.

This is considered a "blanket agreement."

Note 4

Property Loan Officer and the Supply and Equipment Management Officer are authorized to approve LF 141s or LF 141Rs in LELAS.

Note 5

Control criteria is determined by NASA policy (NPR 4200.1).

Note 6

SAP is a component of the NASA Integrated Asset Management Property, Plant, and Equipment System.

Note 7

The LELAS will automatically close loans that are 30 days and under at the end of the loan period.